

**INSTRUCTIONS FOR COMPLETING
TTHM and HAA5 Quarterly Report Worksheet**

This worksheet is provided to assist a public water system in calculating the average of all TTHM samples taken during the month when more than one sample is taken. The monthly average at the bottom of columns C, G, and K are entered into the TTHM portion of Column B of DBP Form 4. The monthly averages at the bottom of column D, H and L are entered into the HAA5 portion of Column B of DBP Form 4. The quarterly averages in the very last row on this form (DBP Form 3) are transferred to the appropriate row of Column C of DBP Form 4, where the results from the last four consecutive quarters are averaged and reported as the RAA on the last row in Column D.

1. PWSID #: enter the Public Water System (PWS) Identification Number.
2. System Name: enter system legal name provided to USEPA when PWSID assigned.
3. Report Date: enter the date that the final report is prepared.
4. Year: Enter the last two (2) digits of the year that corresponds to the last day of the reporting period.
5. Check One: Check the box for the appropriate quarter of the year: 1st Quarter – January, February, March; 2nd Quarter – April, May, June; 3rd Quarter – July, August, September; 4th Quarter – October, November, December
6. Columns A, E & I: report the appropriate day of the month on which the samples were taken.
7. Columns B, F & J: report the appropriate month of the quarter from which the samples were taken.
8. Columns C, G & K: record the total TTHM results from the last column of DBP Form 1
9. Columns D, H & L: record the total HAA5 results from the last column of DBP Form 2
10. Total: Add the results recorded in each column and record results here.
11. Monthly Average: Divide the result from the total above by the total number of samples obtained during that month. Record the results in the appropriate month under TTHM or HAA5 in Column B of DBP Form 4.
12. Attach a copy of the laboratory reporting forms (DBP Forms 1 & 2) from only the **most recent quarter**.